

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Zoning Enforcement Specialist II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Investigates properties to ensure that land use is in compliance with zoning regulations. Reviews residential and commercial development plans for accuracy and compliance with zoning ordinance. Writes summons and represents the City in court for violations of the City code.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|--|
| 1 | M | Enforces zoning ordinances by conducting field investigations in response to complaints, surveying the area for additional violations, reviewing construction, repair and renovation plans for compliance, and serving as a witness in the prosecution of violations to city code. |
| 2 | S | Performs administrative duties by documenting inspections, filling out forms, entering data into the system, and providing information. |
| 3 | M | Represents zoning enforcement by serving on committees, team, etc. for operations focused on specific properties. |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | One year of experience as Zoning Specialist I. |
| Certifications and Other Requirements | Valid Driver's License, Special Police Commission |
| Reading | Work requires the ability to read manuals, maps, zoning ordinances, topographical and zoning as well as FEMA flood insurance maps, general correspondences and memorandums including email. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write violations, parking tickets, summons, zoning forms or other related reports, general correspondences and memorandums including email. |
| Managerial | Managerial responsibilities include community involvement in civic leagues and Clean Sweep programs, project involvement and planning tasks. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Job has no responsibility for the direction or supervision of others. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Inter-office, copier, fax machine, filing, at various sites conducting investigations and inspections |
| Sitting | O | Computer, desk work, to/from inspection location, answering telephones |
| Walking | C | Walking on surveys or inspection locations |
| Lifting | O | Clipboard, briefcase, equipment, office supplies, mail, maps, measuring devices, files, plans, books |
| Carrying | O | Clipboard, briefcase, equipment, office supplies, mail, maps, measuring devices, files, plans, books |
| Pushing/Pulling | O | |
| Reaching | O | Office supplies, plans |
| Handling | O | Clipboard, briefcase, equipment, office supplies, mail, maps, measuring devices, files, plans, books |
| Fine Dexterity | O | Computer keyboard, calculator, typewriter, writing |
| Kneeling | O | Observations, inspections, filing in file cabinet drawer |
| Crouching | O | Observations, inspections |
| Crawling | R | Observations, inspections involving animal control |
| Bending | N | |
| Twisting | N | |
| Climbing | O | Stairs |
| Balancing | C | During inspections |
| Vision | C | Computer, desk work, conducting investigations, writing, reading, driving |
| Hearing | C | Communicating with personnel and general public, meetings, on telephone |
| Talking | C | Communicating with personnel and general public, meetings, on telephone |
| Foot Controls | C | Driving |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Camera, fax machine, copy machine, telephone, two way radios, microfilm reader, computer, Windows, word processing, permit system, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | M | Dirt and Dust | D |
| Chemical Hazards | M | Extreme Temperatures | S |
| Electrical Hazards | M | Noise and Vibration | M |
| Fire Hazards | M | Fumes and Odors | W |
| Explosives | N | Wetness/Humidity | W |
| Communicable Diseases | N | Darkness or Poor Lighting | M |
| Physical Danger or Abuse | M | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | X |
| Outdoors | X |
| Other (see 2 below) | X |

(1)

(2) Various field locations

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)